

# ACTION FORM BRYAN CITY COUNCIL

<b>DATE OF COUNCIL MEETING:</b> August 24, 2004 <b>DEPARTMENT OF ORIGIN:</b> Facilities/Parks & Rec.	<b>DATE SUBMITTED:</b> August 2, 2004 <b>SUBMITTED BY:</b> David Schmitz															
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><b>MEETING TYPE:</b></td> <td style="width: 33%;"><b>CLASSIFICATION:</b></td> <td style="width: 33%;"><b>ORDINANCE:</b></td> </tr> <tr> <td><input type="checkbox"/> BCD</td> <td><input type="checkbox"/> PUBLIC HEARING</td> <td><input type="checkbox"/> 1ST READING</td> </tr> <tr> <td><input type="checkbox"/> SPECIAL</td> <td><input checked="" type="checkbox"/> CONSENT</td> <td><input type="checkbox"/> 2ND READING</td> </tr> <tr> <td><input checked="" type="checkbox"/> REGULAR</td> <td><input type="checkbox"/> STATUTORY</td> <td></td> </tr> <tr> <td><input type="checkbox"/> WORKSHOP</td> <td><input type="checkbox"/> REGULAR</td> <td></td> </tr> </table>		<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>	<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR	
<b>MEETING TYPE:</b>	<b>CLASSIFICATION:</b>	<b>ORDINANCE:</b>														
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING														
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING														
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY															
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR															
<b>AGENDA ITEM DESCRIPTION:</b> Request approval for the second extension of an existing annual contract, for "Parks Landscape Management Services" - Group 3: Schedule B Sites (Weekly Mow, City Buildings, Oakwood Cemetery), with Paterson's Landscaping of College Station, Texas. Total contract amount: \$130,230.00.																
<b>SUMMARY STATEMENT:</b> The contract requirements consist of grounds maintenance at Municipal Buildings and smaller Park Facilities including irrigation and tree trimming and pruning. The contract is for one year, with the option for two one year extensions. This is the second extension of the contract. At its conclusion, the contract will be re-bid. Paterson's Landscaping has performed satisfactorily and met their contractual obligations during the second contract period.																
<b>STAFF ANALYSIS (For Ordinances or Regular Agenda Items):</b> <b>A. PROS:</b>  <b>B. CONS:</b>																
<b>STAFF'S RECOMMENDATION:</b> The Parks & Recreation Department respectfully requests Council to approve the second extension of the contract with Paterson's Landscaping for annual mowing requirements for Group 3: Schedule B Sites (Weekly Mow Parks/Sites).																
<b>ALTERNATIVES (In Suggested Order of Staff Preference):</b> Reject request for extension and re-bid.																
<b>ATTACHMENTS:</b> Bid Summary and Signed Extension Letter																
<b>FUNDING SOURCE (Where Applicable):</b> General Fund: 001-1161-450-50-22 (AC4500) Parks & Recreation: Miscellaneous Charges/Contractual Maintenance.																
<b>APPROVALS:</b> David Schmitz; Hugh R. Walker, 08/03/2004																
<b>APPROVED FOR FUNDING: CHIEF FINANCIAL OFFICER</b> Kathern Davidson 08/06/2004																
<b>APPROVED FOR SUBMITTAL: CITY ATTORNEY</b> Michael J. Cosentino 8-11-04																
<b>APPROVED FOR SUBMITTAL: CITY MANAGER</b> Mary Kaye Moore 8/11/04																

**BID SUMMARY**  
**082-09-02DM**

**PR No.** Multiple **Date Opened** 7/30/02

**Acct Name** Parks & Rec: Misc. Charges/Contractual Maintenance

**Acct No.** 001-1161-450-50-22 (AC4100, AC4500) **Buyer** Lisa D. Davis

**Category of Commodity** ☐ **Capital** ☐ **Supplies** ☒ **Service**

**2nd Extension: Parks Landscape Management Services**

**No. Bids Requested** 30 **No. Bids Received** 13 ☐ **OSP** ☐ **Emerg. Purchase**

**AWARDED CONTRACTS**

<b>Group 1:</b>	<u>The Greenery, Bryan, TX (Schedule "A" Sites)</u>	<u>\$ 42,000.00</u>
<b>Group 2:</b>	<u>The Greenery, Bryan, TX (Schedule "B" Sites)</u>	<u>\$ 486,777.00</u>
<b>Group 3:</b>	<u>Paterson's Landscaping, College Station, TX (Schedule "B" S</u>	<u>\$ 130,230.00</u>
<b>Group 4:</b>	<u>Paterson's Landscaping, College Station, TX (Schedule "C" Sites)</u>	<u>\$ 24,255.00</u>
<b>Group 5:</b>	<u>Not recommended for award</u>	<u>\$ N/A</u>
<b>Group 6:</b>	<u>Rainbow Gardens, Bryan, TX (Schedule "D" Sites)</u>	<u>\$ 16,000.00</u>

**Purchasing Recommendation:** Approve 2nd contract extension for Group 3 (Paterson's Landscaping)

**Made by** Lisa D. Davis  
**Buyer** (< \$3K)

**Remarks:** Contracts for Groups 1-3 require City Council approval.

Department Approvals:

**Division Manager** (\$3K-\$15K)

*Forward to Buyer if <\$15K  
Forward to Director if %15K+*

**Director** (\$15K+)

*Forward to City Manager if <\$35K  
Return to Buyer if \$35K+ for Council Prep.*

Purchase approved by :

☐ **Purchasing Agent**  
(<\$15K)

☐ **City Manager**  
(\$15K-\$35K)

☒ **City Council**  
(\$35K+)

**Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

in accordance with ordinance No. 1031, Sec. 26-26, 26-27 and 26-28

*Return to Recommending Buyer after approval*